

**Job Title:** Paraeducator

**Purpose:** The Paraeducator assists the Instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Paraeducator works closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal and Supervisor of Special Services

**Supervises:** NA

**Qualifications:**

1. High school diploma or equivalent.
2. Current Kansas Paraprofessional Permit on file in the Central Office.
3. Good employment record, including math and spelling ability tests, interview, references, and previous experience with children.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Additional qualifications as the Board of Education may determine appropriate.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to assist in facilitating the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.

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6. Ability to operate all classroom equipment appropriately.
7. Ability to approach each task as a challenge to be met successfully.
8. Ability to suggest best practices to meet the needs of identified students with staff and administration.
9. Ability to work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push objects or materials.
2. Requires standing, stooping, bending, kneeling, reaching, and turning.
3. Requires some travel.
4. Must occasionally work in noisy and crowded environments with numerous interruptions.
5. Ability to effectively and safely restrain a special student as necessary
6. Demonstrate good personal hygiene.
7. Ability to be flexible regarding scheduling, working conditions, and locations.
8. Must possess good judgment.

**General Responsibilities:**

1. Ability to make student learning fun and interesting.
2. Ability to motivate students through effective communication and feedback.
3. Ability to treat each child with respect and firmness, and be responsive to individual educational needs.
4. Ability to work with individual students and/or small groups of students in teacher-planned instructional activities.
5. Ability to guide a student's independent study as assigned by teacher, including remedial instruction.

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6. Ability to assist with the preparation, care and use of instructional materials and equipment.
7. Ability to assist with maintaining desirable student behavior and classroom management.
8. Ability to assist with supervision of students during the teacher's temporary absence, i.e., IEP meetings or emergencies.
9. Ability to assist with checking and/or scoring of objective assignments/tests, recording grades, and/or keeping appropriate student observation records.
10. Ability to participate in IEP meetings upon parent and/or teacher request.
11. Ability to assist with teacher-planned activities needed for completion of student's IEP goals and objectives, and monitor progress when requested by teacher.
12. Ability to supervise and maintain a safe and orderly environment in the lunchroom, playground, and extracurricular trips, and when moving students from place to place, such as bus and restroom and hallways.
13. Ability to assist occasionally with clerical duties required for success of special education students.
14. Ability to assist students with personal tasks, i.e., eating, walking, toileting, wheelchair, special equipment, and hygiene needs, when applicable.
15. Ability to participate in monthly staff development opportunities related to meeting the educational needs of special education students.
16. Ability to set high expectations for student achievement and behavior.
17. Ability to demonstrate effective interpersonal relationships with others.
18. Ability to attend staff and general staff meetings when possible.
19. Ability to work effectively with students, teachers, parents, community agencies, and other groups.
20. Ability to keep student information and records confidential.

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21. Ability to immediately report accidents, assaults, destruction of property, and abusive behavior to the Instructor and Principal.
22. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
23. Ability to observe and follow all school district policies at all times.
24. Ability to respond to information requests in a cooperative, courteous, and timely manner.
25. Ability to implement and follow all required program guidelines as defined by the Kansas Plan for Special Education and USD 405 Special Education Procedural Manual.
26. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
27. Ability to perform other duties and assume other responsibilities assigned by the Teacher, Principal, or Supervisor of Special Services

**Term of Employment:** At will. (Per Classified Handbook)

**Payment rate:** Salary and benefits per Classified Handbook

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Date of Board of Education Approval: March 8, 2004**